



## Actual Budget Spreadsheet

(Figures rounded to the nearest whole dollar)

| Category  | Amount Requested for Uplift Grant | Actual Amount awarded for Uplift Grant | Local Funds/Other Funds | Total Funds |
|---|-----------------------------------|--|-------------------------|-------------|
| <b>Operating Expenses</b>   |                                   |  |                         |             |
| Registration/Tuition  |                                   |  |                         |             |
| Travel*   |                                   |  |                         |             |
| Lodging**   |                                   |  |                         |             |
| Meals***  |                                   |  |                         |             |
| Other costs   |                                   |  |                         |             |
| <b>Total Request</b>  |                                   |  |                         |             |
| * Transportation, lodging, and meals will be paid according to Utah State per diem allowances. Mileage: equals 36 cents per mile or reasonable airfare at actual cost.. |                                   |  |                         |             |

**The State Library pays only for registration/tuition and mileage.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the evaluation form with required financial receipts (for credit courses, proof of registration, successful completion of the course with a grade of C or better) and claim form no later than 30 days after the event to:

K. C. Benedict, Continuing Education Coordinator  
 Utah State Library Division  
 250 North 1950 West, Suite A  
 Salt Lake City, Utah 84116-7901  
 Phone: 1-800-662-9152  
 E-mail: [kbenedic@utah.gov](mailto:kbenedic@utah.gov)